

INFORMATION PACKET

Leon County Application For Rezoning Review

Comprehensive Plan Consistency Prerequisite

Any and all amendments to the Official Zoning Map (rezoning) are required by law to be consistent with the Comprehensive Plan's Future Land Use Map. An amendment of the Comprehensive Plan Future Land Use Map shall be required in those instances where the proposed zoning district would otherwise be inconsistent with the [Comprehensive Plan's Future Land Use Map](#).

You must file a completed application with the Tallahassee-Leon County Planning Department, 3rd Floor, Frenchtown Renaissance Building, 435 North Macomb Street, Tallahassee, Florida (850) 891-6400. Amendments to the Comprehensive Plan's Future Land Use Map are limited to two application cycles per calendar year. You may contact the Tallahassee-Leon County Planning Department at (850) 891-6400 to receive an application or for more information on the [Comprehensive Plan Amendment Process](#).

REZONING REVIEW APPLICATION PROCESS

Application Submittal

The applicant will be required to submit an application for rezoning review to the Planning Department. The filing fees for rezoning are included on page 3 of this instruction sheet. The appropriate fee must be paid at the time of application submittal.

Planning Commission Review

The Planning Department will advertise the rezoning application for review by the Planning Commission no less than 30 days prior to the next available [Planning Commission Public Hearing](#). The Planning Commission, at the Public Hearing, may continue the application to a specific time for further review, or may vote to recommend approval or denial. The Planning Commission recommendation will be forwarded, along with the Planning Department staff analysis (in the form of an agenda item), to the Board of County Commissioners for final approval. County Commission agenda items are required to be submitted no later than eight (8) days prior to the scheduled Commission public hearing.

It is the practice of the Planning Commission to conduct hearings under informal administrative review procedures unless a quasi-judicial hearing has been requested. Upon request of a party with standing, the Planning Commission will conduct quasi-judicial proceedings on recommendations on rezoning applications. Quasi-judicial proceedings provide for the swearing in and cross-examination of witnesses and the submission of exhibits. Quasi-judicial proceedings may be initiated by the applicant, the local government with jurisdiction, or persons who will suffer an adverse effect to an interest protected by the Comprehensive Plan. Notice of Intent

forms are available from the Planning Department. A Notice of Intent to File a Petition for Formal Proceedings together with the \$75 filing fee must be filed with the Planning Department and the Planning Commission Attorney within 15 days from date of publication of the proposed rezoning in the Tallahassee Democrat. Additional information pertaining to the quasi-judicial procedure is available from the Current Planning Division at (850) 891-6400 and the [Planning Commission By-laws](#).

County Commission Public Hearing

The County Commission conducts its public hearings to consider applications to amend the Official Zoning Map involving land located in unincorporated Leon County. The County Commission may vote at those public hearings to approve, deny or continue the request to a date and time certain. The County Commission public hearing is conducted at 6:00 p.m. in the Commission Chambers, Fifth Floor, Leon County Courthouse. Interested parties may contact the Tallahassee-Leon County Planning Department for information regarding the County Commission public hearing schedule.

There are no time restrictions for resubmittal of new applications for rezoning review should the proposed amendment to the Official Zoning Map be denied.

Standards To Be Applied

In their review of amendments to the Official Zoning Map, the Tallahassee-Leon County Planning Commission and Board of County Commissioners shall include consideration of the factors listed below:

1. **Comprehensive Plan.** Whether the proposal is consistent with all applicable policies of the adopted Comprehensive Plan.
2. **Conformance with the *Leon County Land Development Code*.** Whether the proposal is in conformance with any applicable substantive requirements of the Code, including minimum or maximum district size.
3. **Changed Conditions.** Whether the extent to which land use and development conditions have changed since the effective date of the existing zoning district regulations involved which are relevant to the property(ies).
4. **Land Use Compatibility.** Whether and the extent to which the proposal would result in any incompatible land uses, considering the type and location of uses involved.

5. **School Considerations.** A completed School Impact Analysis Form for projects proposing residential land use or projects located adjacent to residential development.
6. **Other Matters.** Any other matters which they may deem relevant and appropriate. The County Commission may adopt by resolution additional rezoning criteria that are applicable to one or more zoning districts.

Amendment of Rezoning Applications

Tallahassee-Leon County Planning Commission Bylaws provide that re-notice and a public hearing may be required when the applicant amends (makes substantial changes to) an official Application for Rezoning Review. In such instances the applicant may be required to pay a charge equal to the initial application fee. All determinations regarding re-notice, public hearing, and applicable charges shall be determined by the Tallahassee-Leon County Planning Commission.

Any and all amendments to an official Application for Rezoning Review shall be filed in writing and bear the signature of the applicant or applicant's representative as provided in the initial application.

Public Notification of Application

In the case of a request for an amendment to the Official Zoning Map, notice of the Planning Commission public hearing shall be given at least thirty (30) calendar days in advance of the hearing by one (1) publication in a newspaper (Tallahassee Democrat) of regular and general circulation in the city or county. In cases where rezoning requests consist of thirty (30) or fewer contiguous parcels of land, additional written notice shall be mailed to the current address of each property owner involved and to owners of property within one thousand feet (1,000) feet of the parcels to be rezoned. In addition, a letter of notification is mailed by the Planning Department, as appropriate, to all registered neighborhood associations within 1,000 feet of the perimeter of the subject property(ies). The purpose of the letter is to notify surrounding property owners of the application and the time, date, and place of the Tallahassee- Leon County Planning Commission and County Commission public hearings.

LEON COUNTY REZONING FEES:

A. Rezoning Applications (excluding PUD's):

1. Each rezoning application \$ 375.00
direct notice and
advertising fee

Application Submittal Checklist

The application of the owner for a change or amendment to the Official Zoning Map shall include the following:

Applicant Verification	Staff Verification
_____	_____ 1. Completed Application for Zoning Review to be submitted to the Planning Department.
_____	_____ 2. Proof of ownership.
_____	_____ 3. Applicant’s Affidavit of Ownership and Designation of Agent indicating agent if the property owner does not submit application.
_____	_____ 4. A legal description of the property involved prepared by a Florida-registered land surveyor. NOTE: An electronic version of the legal description <u>shall be included with the application on a CD or diskette. Failure to provide an electronic version may delay your approval schedule.</u>
_____	_____ 5. A map of the property at a scale of one (1) inch equals two hundred (200) feet, or such other scale as may be required by the Planning Department.
_____	_____ 6. Either a preliminary concurrency certificate or affidavit waiving concurrency is required as prescribed in the Concurrency Regulations. Contact the Leon County Growth Management Department at 606-1300 for more information.
_____	_____ 7. Identification of any individual, neighborhood association, or business association with which you have voluntarily met prior to submission of this application.
_____	_____ 8. Submittal review fees payable to the Leon County Board of County Commissioners.
_____	_____ 9. Letter of Understanding.
_____	_____ 10. Completed School Impact Analysis Form.
_____	_____ 11. Provide one (1) set of the application and all accompanying materials.

Rezoning/Comprehensive Plan Amendment District Guide

Suburban
 C-1 Neighborhood Commercial
 C-2 General Commercial

CM Medical Arts Commercial
 CP Commercial Parkway
 IC Interchange Commercial

M-1 Light Industrial
MH Manufactured Home Park
MR Medium Density Residential District
MR-1 Medium Density Residential
OA-1 Airport Vicinity
OR-1 Office Residential
OR-2 Office Residential
OR-3 Office Residential District
OS Open Space
R-1 Single Family Detached Residential
R-2 Single Family Detached Residential
R-3 Single Family Detached, Attached Two-Family Residential
R-4 Urban Residential
R-5 Manufactured Home and Single Family Detached Residential Acre
UP-1 Urban Pedestrian District
UP-2 Urban Pedestrian District

UR Urban Residential

R-3 Single Family Detached, Attached Two-Family Residential
R-4 Urban Residential

UR-2 Urban Residential-2

R-1 Single Family Detached Residential
R-2 Single Family Detached Residential
R-3 Single Family Detached, Attached Two-Family Residential
R-4 Urban Residential
R-5 Manufactured Home and Single Family Detached
MH Manufactured Home Park
MR Medium Density Residential District
MR-1 Medium Density Residential

Downtown (City Only)

ASN-A All Saints Neighborhood-A
ASN-B All Saints-B
ASN-C All Saints-C
ASN-D All Saints-D
DI Downtown Institutional/Cultural/University Transition Areas
RO Targeted Retail / Office Growth Area
SCD Special Character District
UV University Urban Village

RP Residential Preservation

RP Residential Preservation (County only)
RP-1 Residential Preservation - 1 (City only)
RP-2 Residential Preservation - 2 (City only)
RP-MH Residential Preservation Mobile Home Single Family (City only)
RP-R Residential Preservation Rural (City only)
RP-UF Residential Preservation - Urban Fringe (City only)

Bradfordville Mixed Use

BC-1 Bradfordville Commercial - 1
BC-2 Bradfordville Commercial - 2
BCS Bradfordville Commercial Services
BOR Bradfordville Office Residential
C-1 Neighborhood Commercial
C-2 General Commercial
M-1 Light Industrial
MH Manufactured Home Park
MR Medium Density Residential District
MR-1 Medium Density Residential
OR-1 Office Residential
OR-2 Office Residential
OS Open Space
R-1 Single Family Detached Residential
R-2 Single Family Detached Residential
R-3 Single Family Detached, Attached Two-Family Residential
R-5 Manufactured Home and Single Family Detached
RA Residential Acre
UP-1 Urban Pedestrian District
UP-2 Urban Pedestrian District

AC High Intensity Urban Activity Center

CU Central Urban (City only)

CU Central Urban
CU-12
CU-18
CU-26
CU-45
UV University Urban Village

I Industrial Zoning

LP Lake Protection

LT Lake Talquin Recreational Urban Fringe Protection (County only)

R Rural (County only)

RC Rural Community (County only)

RC Rural Community

UF Urban Fringe

UT University Transition District (City only)

UT University Transition
UV University Urban Village

NB Neighborhood Boundary

NBO Neighborhood Boundary Office

RC Residential Corridor

Mahan Residential Corridor

RCN Residential Corridor Node

Mahan Residential Corridor Node

WRC Woodville Rural Community (County only)

WC Woodville Commercial District

RA Residential Acre

R-1 Single Family Detached Residential

R-5 Manufactured Home and Single Family Detached

MH Manufactured Home Park

C-1 Neighborhood Commercial

C-2 General Commercial

OS Open Space

PUD Planned Unit Development

UPUD Urban Planned Unit Development

Each Bold heading represents a Future Land Use Category in the Comprehensive Plan. The districts underneath each heading are the different zoning categories that implement the Future Land Use

****CHANGES FROM ONE DISTRICT TO ANOTHER WHERE BOTH DISTRICTS ARE UNDER THE SAME BOLD HEADING ARE STRAIGHT REZONINGS AND SHOULD BE DIRECTED TO THE LAND USE DIVISION.

****CHANGES FROM A DISTRICT UNDER ONE BOLD HEADING TO A DISTRICT UNDER ANOTHER BOLD HEADING ARE COMPREHENSIVE PLAN CHANGES AND SHOULD BE DIRECTED TO THE COMPREHENSIVE PLANNING DIVISION.

Districts Requiring Special Applications

(refer to a Land Use Planner)

PD Planned Development

DRI Development of Regional Impact

Examples:

C-1 to C-2 – straight rezoning

C-1 to CU – comprehensive plan change

RP-1 to RP-2 – straight rezoning

RP-1 to OR-2 – comprehensive plan change